

LAWRENCE BERKELEY NATIONAL LABORATORY ARCHIVES & RECORDS OFFICE

Bldg. 69

Phone: (510)486-5525 FAX: (510)486-7200 Email: aro@lbl.gov

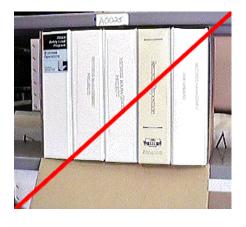
Web: http://www-library.lbl.gov/public/tmAro/aboutus/AroDefault.htm

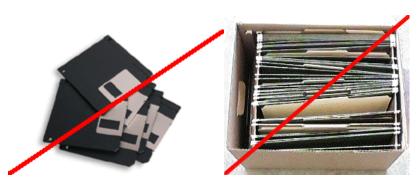
READY REFERENCE SHEET

See ARO FAQ at http://www-library.lbl.gov/public/tmAro/fag/AroFag.htm

Archiving Records:

- Only archive records -- see http://www-library.lbl.gov/public/tmAro/faq/Rec_Def.html for definition.
- Do not archive nonrecords (http://www-library.lbl.gov/public/tmAro/faq/Non-Rec Def.html) or personal papers (http://www-library.lbl.gov/public/tmAro/faq/Pers-Papers Def.html)
- Go to the ARO web site at http://www-library.lbl.gov/public/tmAro/howto/AroHowto.htm and read the Transfer Instructions and Standards.
- Organize and box records by series (http://www-library.lbl.gov/public/tmAro/fag/Rec Ser Def.html)
- All files must be in labeled file folders.
- No binders, magnetic media, or hanging file folders:

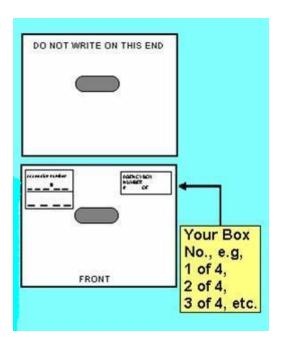




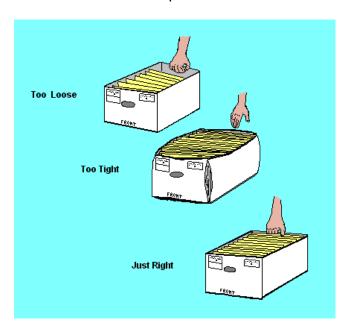
- Contact ARO to get boxes.
- Transfer the records from existing filing equipment to the boxes, maintaining the same order.
- Treat the box as a file drawer the front is marked FRONT and has spaces labeled ACCESSION NUMBER and AGENCY BOX NUMBER.



• Use pencil <u>only</u> and number the boxes in the front (where it says FRONT), upper right corner where it reads, "Agency Box Number". Do not write <u>anywhere</u> else on the box.



• Leave one to two inches of space in each box – don't over or under pack.



- Download the transmittal and quality checklist from the forms page at http://www-library.lbl.gov/public/tmAro/faq/Rec Trans Form.html.
- Fill in the information about the records in the fields provided.

Berkeley Lab Archives and Records Office Records Transmittal

TO TRANSFER RECORDS, TYPE THIS FORM. Use one transmittal for each records series. A records series consists of records having the same disposal authority and disposal date. *See* transfer and packing instructions (http://www-library.lbl.gov/public/tmAro/howto/Rec_Transfer.html) for details or call the Archives and Records Office at 486-5525.

		ARCHIVES AND RECORDS OFFICE US	E ONLY	
Division and Department		Berkeley Lab Accession Number		
Information Technology / User Support				
Section, Group or Project		Berkeley Lab Accession Date		
Library/ Archives and Records				
Building and Room Number	Extension	File Code		
69-119D	6399			
Person Transferring the Records		NARA Accession Number		
John W. Stoner				
Department Head		Archives Receipt (Signature and De	ate)	
Rosemary Lowden	_			
Records Title				
John Stoner's Archives Records (Office (ARO) Records Manag	gement Subject Files		
Inclusive Dates of the Records		Number of Record Boxes		
2005-2007		2		
Brief Description of the Records This accession documents the activities of John Stoner, Laboratory Archivist and Records Manager at Lawrence Berkeley National Laboratory (LBNL) in providing records management services to the Laboratory. The types of records include but are not limited to training presentations, correspondence, email printouts, and draft notes. Subjects documented include but are not limited to Department of Energy (DOE) and National Archives and Records Administration (NARA) regulations and meetings, University of California (UC) records management policies and procedures, and Archives and Records Office (ARO) database redesign. The records are arranged alphabetically by file folder heading. Type of Materials (Check all that apply) Architectural and Engineering Drawings Belectronic Data Sound Recordings Archives and Charts Sound Recordings Archives if you need this information.)				
Historically Valuable Records. Do not destroy. A detailed folder list is included with this Records Transmittal. Destroy on a scheduled basis with a minimum retention of years. Disposal Date:. A detailed folder list is included with this Records Transmittal. This is in accordance with: The National Archives General Retention Schedule. Citation: The Department of Energy Retention Schedule. Citation: Disposal Authorization (To be signed at the expiration of retention.) The legal retention of the records listed on this Records Transmittal has elapsed. Since I foresee no use of these records that would justify further retention, I authorize their disposal.				
		Dept./Div. Head Approval	Date	

Berkeley Lab Records Transmittal Addendum

Division and Department Information Technology / User Support	Berkeley Lab Accession Number
Section, Group or Project	Page Number
Library/ Archives and Records	2 of 2
Records Title	

Records TitleJohn Stoner's Archives Records Office (ARO) Records Management Subject Files

Box	Folder	Folder		
Number	Number	Heading		
1	1	Archives & Records Office (ARO) Meetings		
1	2	Archives & Records Office (ARO) Operations		
1	3	Berkeley Lab Institute (BLI) Training Presentations		
1	4	Database redesign		
1	5	Department of Energy (DOE) Office of Science		
1	6	Department of Energy (DOE) Records management orders (draft)		
1	7	Department of Energy (DOE) Records management orders (final)		
1	8	Department of Energy (DOE) Records management regulations		
1	9	Department of Energy (DOE) UC Records		
1	10	Electronic Records		
1	11	Emergency Operations Center (EOC)		
2	1	Lawrence Livermore National Laboratory (LLNL) Archives and Records Management		
2	2	Library		
2	3	Manhattan Engineering District (MED) Records		
2	4	National Archives and Records Administration (NARA) Correspondence		
2	5	National Archives and Records Administration (NARA) Service and Storage Charges		
2	6	National Archives and Records Administration (NARA) Training		
2	7	National Archives and Records Administration (NARA) Transfer of Permanent Records		
2	8	National Archives and Records Administration (NARA) Transfer of Temporary Records		
2	9	National Renewable Energy Laboratory (NREL) Records Management		
2	10	OpenNet		
2	11	Records Management in Australia Email		
2	12	University of California Records Management		



- Email the form to ARO (aro@lbl.gov) with a project ID number for Transportation.
- Place a hard copy of the forms in the first box of the series.
- Put a sign on the boxes "Hold for ARO Pickup."
- ARO staff will review the forms and put in the pickup request with Transportation.
- After processing your records, ARO will send you a PDF transmittal.

Retrieving Records:

- Consult the PDF transmittal ARO sent you.
- Go to ARO's online records request web form at http://www-library.lbl.gov/public/tmAro/requestrecords/req rec.html
- Provide as much information as you have about the box(es) and/or file(s) you want back from storage.

Help Processing Your Records:

- For business records:
 - Free advice.
 - o Recharge for ARO to folder, box, and index the records.
 - See http://www-library.lbl.gov/public/tmAro/faq/Recharge Service.html for details.
- For scientific records:
 - o The entire process is FREE.
 - o Contact Beret Ranelletti at BARanelletti@lbl.gov or ext. 4685.
 - For more information see http://www-library.lbl.gov/public/tmAro/faq/R&D Rec Outreach Prog.html

More Help

- Go to the ARO web site at http://www-library.lbl.gov/public/tmAro/aboutus/AroDefault.htm
- Contact us directly at aro@lbl.gov or x. 5525.